



2017 - 2018  
Faculty, Students & Family  
Survival Handbook &  
School Calendar

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## **Welcome To The Help Group's North Hills Prep!**

This handbook is designed to provide helpful information so you can make the best of what The Help Group's North Hills Prep has to offer. We suggest that each student – and their family – review it together.

The Help Group's North Hills Prep is a “therapeutic” school, which means that we place as much emphasis on psychological and interpersonal growth as we do on academic achievement. Our goal is for every student to be successful both inside and outside of the classroom, within their families, within the community, and in the future. The handbook outlines the school culture and rules and strategies in place to encourage success and address need. In addition, it points you in the direction of specific personnel who can be helpful to you.

Thank you for choosing North Hills Prep as your school. We look forward to a successful collaboration between student, family, and school.



## **The Help Group's NORTH HILLS PREP**

### **SCHOOL PROFILE AND PURPOSE**

The Help Group's North Hills Prep is a nonpublic school that provides a nurturing environment for academically capable elementary, middle, and high school students who maximize academic and social success with small class sizes and flexible schedules.

Accredited by the Western Association of Schools and Colleges (WASC), our mission is to provide each student with the environment necessary to achieve the California high school graduation requirements, to progress in our Expected Schoolwide Learning Results (Be Capable, Be Confident, Be Responsible), and to promote a desire for post-high school education in community colleges, vocational schools, and 4-year colleges and universities.

The purpose of this institution is to accomplish our goal whether or not the students are gifted and/or advanced in skills, deficient in skills, require more of an individualized program, or are able to function within the public system but at a reduced level of demand. We believe that it is important to admit students of any race, color, national or ethnic origin, or religious belief.

We believe the purpose of education is to shape character and to develop talent. An academic environment must create an atmosphere where students who have had difficulties feel safe enough to take the risks involved in real learning. We believe that school is a place where students learn to value and respect each other's differences. We foster each individual student's ability to act responsibly and to be respectful of others. We believe that all students have humanity, dignity, worth and the right to have assistance in developing their abilities, talents and personalities.

It is our goal that each student graduates with the social and academic skills to support positive post-high-school choices. It is our goal for each graduate to have gained a degree of competency to support appropriate choices during their transitions to independent living. Each

student should be able to utilize their acquired and accumulated knowledge and experience not only to be involved, contributing members of society, but to be a part of creating positive changes in the world.

THG's North Hills Prep recognizes our responsibility to nurture each student's curiosity and his/her satisfaction from learning so that he/she has the momentum as well as the skills to continue his/her learning beyond the classroom. Our students are offered six primary classes a day – along with a Life Skills program - and the opportunity of dual enrollment in their home school, local vocational programs, or colleges. Most of our students work from an Individualized Education Plan that focuses on his/her academic and social strengths and weaknesses. We follow LAUSD district and California state curricular guidelines and standards and offer electives as well as membership in specified clubs. Most of our students are funded through the IEP process. We contract with most school districts serving the greater Los Angeles area.

Continuous contact between parent and school regarding the student's total development is essential. We believe that the attitude of the individual must incorporate an awareness and respect for the inherent rights and property of other individuals, the school, and the community. We believe that in order to achieve maximum individual development, we must be constantly aware of changes in society and initiate on-going modifications and adaptations of the school's programs.

# **NORTH HILLS PREP CONTACT INFORMATION**

## **ADMINISTRATION CONTACT INFORMATION**

Elin Bradley, Director of Therapeutic Schools and Programs  
Oversees administration and admissions  
(818) 947-2019  
[ebradley@thehelpgroup.org](mailto:ebradley@thehelpgroup.org)

Gayle Rebel, Principal  
Oversees Individualized Education Plans, special education issues  
(818) 267-2633  
[grebel@thehelpgroup.org](mailto:grebel@thehelpgroup.org)

Laurie Owens, Clinical Director  
Oversees clinicians and behavior interventionists,  
coordinates parent conferences  
(818) 267-2623  
[lowens@thehelpgroup.org](mailto:lowens@thehelpgroup.org)

Frank Shapiro, Program Director  
Coordinates academics with clinical and behavioral issues, clubs,  
and Life Skills program  
(818) 267-2611  
[fshapiro@thehelpgroup.org](mailto:fshapiro@thehelpgroup.org)

## **SUPPORT STAFF CONTACT INFORMATION**

School Secretary  
Lupe Espino, (818) 267-2600, [lespino@thehelpgroup.org](mailto:lespino@thehelpgroup.org)

Behavior Interventionist Team  
Rosie Jurado, (818) 267-2038, [rijurado@thehelpgroup.org](mailto:rijurado@thehelpgroup.org)  
Karina Luna, (818) 267-2773, [kluna@thehelpgroup.org](mailto:kluna@thehelpgroup.org)

Medications  
Julio Patron, (818) 267-2606, [jpatron@thehelpgroup.org](mailto:jpatron@thehelpgroup.org)

IEP Coordination and Support Services  
Veronica Esqueda, (818) 267-2095, [vesqueda@thehelpgroup.org](mailto:vesqueda@thehelpgroup.org)



**The Help Group's  
NORTH HILLS PREP SCHOOL  
Expected Schoolwide Learning Results**

In May of 2013, THG North Hills Prep achieved a full-term, 6-year renewal of its accreditation from the Western Association of Schools and Colleges (WASC).

In addition to the state and district academic requirements, WASC promotes “process” learning, which are reflected in its Expected Schoolwide Learning Results.

Each WASC-accredited school creates its own ESLRs.

THG North Hills Prep’s ESLRs are as follows:

**THG’s North Hills Prep Students Will Strive To Become...**

**Capable Individuals who...**

Seek mastery of academic content and technological resources

Apply academic learning to real-life situations

Prioritize tasks and use time wisely

**Confident Problem-Solvers who...**

Express thoughts and feelings clearly and honestly

Adapt to changing circumstances calmly and thoughtfully

Resolve interpersonal conflicts successfully

**Responsible Citizens who...**

Develop practical, personal, and professional life skills

Demonstrate respect toward people and property

Contribute positively to the community



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## The Help Group's North Hills Prep/Parkhill 2017 - 2018 SCHOOL CALENDAR

### **August 2017**

Monday 28<sup>th</sup> – First day of school – First Quarter/Fall Semester Begins

### **September 2017**

*Character Topic: MANNERS*

Monday 4<sup>th</sup> – Labor Day Holiday (Agency Closed)

Wednesday 13<sup>th</sup> – Minimum Day

Thursday 21<sup>st</sup> – Rosh Hashanah (School Closed)

Friday 29<sup>th</sup> – September Recognition Assembly

### **October 2017**

*Character Topic: ATTENTION*

Wednesday 4<sup>th</sup> – Minimum Day, Open House

Wednesday 11<sup>th</sup> – PSAT/NMSQT

Friday 13<sup>th</sup> – The Help Group Summit – Pupil Free Day – Teacher Professional Development Day

Tuesday 31<sup>st</sup> – October Recognition Assembly/Halloween Festival

### **November 2017**

*Character Topic: HONESTY*

Friday 10<sup>th</sup> – Veteran's Day – Pupil Free Day - Teacher Professional Development Day

Monday 13<sup>th</sup> – Second Quarter Begins

Wednesday 15<sup>th</sup> – Minimum Day

Friday 17<sup>th</sup> – Thanksgiving Feast

Thanksgiving Recess November 20<sup>th</sup> - 24<sup>th</sup>

Thursday 30<sup>th</sup> – November Recognition Assembly

### **December 2017**

*Character Topic: COURAGE*

Tuesday 12<sup>th</sup> – Minimum Day



Friday 15<sup>th</sup> – December Recognition Assembly/Annual Winter Sing-Along  
Winter Recess December 18<sup>th</sup> - Jan 1<sup>st</sup>, 2018

### **January 2018**

*Character Topic: EMPATHY*

Tuesday 2<sup>nd</sup> – School Resumes

Wednesday 10<sup>th</sup> – Minimum Day

Monday 15<sup>th</sup> – Martin Luther King Jr. Holiday (Agency Closed)

Wednesday 24<sup>th</sup> – Period 1, 2, & 3 Final

Thursday 25<sup>th</sup> – Period 4, 5, & 6 Final

Friday 26<sup>th</sup> – Last day of First Semester

Monday 29<sup>th</sup> – Pupil Free Day – Teacher Development Day

Tuesday 30<sup>th</sup> – Third Quarter/Spring Semester Begins

Wednesday 31<sup>st</sup> – January Recognition Assembly

### **February 2018**

*Character Topic: CREATIVITY*

Wednesday 14<sup>th</sup> – Minimum Day – Valentine’s Day Celebration

Monday 19<sup>th</sup> – Presidents’ Day Holiday (Agency Closed)

Wednesday 28<sup>th</sup> – February Recognition Assembly

### **March 2018**

*Character Topic: HUMOR*

Wednesday 14<sup>th</sup> – Minimum Day

Spring Recess – 26<sup>th</sup> – 30<sup>th</sup>

Friday 23<sup>rd</sup> – March Recognition Assembly

### **April 2018**

*Character Topic: DEPENDABILITY*

Monday 2<sup>nd</sup> – Pupil Free Day – Teacher Professional Development Day

Monday 9<sup>th</sup> – Fourth Quarter Begins

Wednesday 11<sup>th</sup> – Minimum Day

Monday 30<sup>th</sup> – April Recognition Assembly

### **May 2018**

*Character Topic: RESPECT*

Friday 11<sup>th</sup> – Minimum Day

Monday 28<sup>th</sup> – Memorial Day Holiday (Agency Closed)

Tuesday 31<sup>st</sup> – May Recognition Assembly

### **June 2018**

*Character Topic: PERSISTENCE*

Tuesday 12<sup>th</sup> – Period 1, 2 & 3 Final

Wednesday 13<sup>th</sup> – Period 4, 5, & 6 Final

Friday 15<sup>th</sup> – Last Day of Second Semester/Minimum Day/Graduation Ceremony

See next page for SAT testing dates



## BELL SCHEDULES

### REGULAR DAY SCHEDULE

First Period	9:00am - 9:55am
Second Period	9:57am - 10:44am
Nutrition	10:44am - 10:59am
Third Period	10:59am - 11:46am
Fourth Period	11:48am - 12:35pm
Lunch	12:35pm - 1:05pm
Life Skills	1:05pm - 1:32pm
Fifth Period	1:34pm - 2:21pm
Sixth Period	2:23pm - 3:10pm

### MINIMUM DAY SCHEDULE

*(No Life Skills class on Minimum days)*

First Period	9:00am-9:40am
Second Period	9:41am-10:21am
Third Period	10:22am-11:02am
Fourth Period	11:03am-11:43am
Nutrition	11:44am-12:14pm
Fifth Period	12:15am-12:55pm
Sixth Period	12:56pm-1:36pm
Dismissal	1:36pm

Clubs meet Friday, 6<sup>th</sup> period

## **ADMISSION CRITERIA / CONTACT INFORMATION**

Admission to The Help Group's North Hills Prep begins with the Admissions Office in the Sherman Oaks main campus of the agency (818) 779-5262. The admissions process includes a referral from the funding district, an IEP with "Nonpublic School" designated as a service, a review of pertinent records (IEPs, Psychological and Educational reports), and successful completion of the admissions process (tour, intake, admissions review). In some cases, students may be asked to "trial" – visit the school for a day or two in order to determine appropriateness of the school to address student needs. THG's North Hills Prep accepts applications throughout the school year and does admit students on a private-pay basis as well as through the IEP process.

THG's North Hills Prep School admits students of either sex, and any race, color, religion, sexual orientation, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school. Consistent with its obligations under the law, it prohibits discrimination, including harassment, against students on the basis of sex, race, age, color, disability, religion, sexual orientation, gender identity, national and ethnic origin, and any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, and athletic and other school administered programs.

For further information about the THG's North Hills Prep, please contact Frank Shapiro or Elin Bradley.

Phone: (818) 267-2600

Fax: (818) 988-9143

[www.northhillsprep.com](http://www.northhillsprep.com)

## HEALTH AND SAFETY

### **EMERGENCY DISASTER PROCEDURES**

Parents are instructed to follow the important procedures listed below in the event of an emergency disaster.

1. Tune in emergency radio stations KFWB (AM 98), KNX (AM 1070), KCRW(FM 98.6) and KSRF (FM 103.1). CB channel 9 is a disaster channel.
2. Stay off the telephone. Trying to communicate with the school via telephone after a disaster will prove difficult if not impossible.
3. After an emergency, students will be escorted to an emergency assembly area, which is located on the field at the center of the campus.
4. When arriving at school, parent or other adult designated by parent(s) should come to the lobby in the Administrative Building.
5. The school administrator or staff communication team will be available in the lobby to assist parents.
6. No child will be dismissed from the emergency assembly area without the authorization of the parent and/or principal.
7. Parents are asked to wait in the lobby. Parents will remain there until their child is escorted to them.
8. The school will remain open until every child has been released to his/her parent(s) or to authorized person(s).
9. Parents and/or parent designees are advised to remain calm and to follow the emergency disaster procedures which have been established at the school site.

**IT IS VERY IMPORTANT THAT STUDENT EMERGENCY INFORMATION BE KEPT CURRENT, PLEASE MAKE CERTAIN THAT THE EMERGENCY INFORMATION YOU HAVE PROVIDED TO THE HELP GROUP IS ACCURATE.**

### **FIRST AID**

THG's North Hills Prep has a LVN on duty to administer first aid and medication as needed. Each classroom is equipped with a first aid kit. Available medical supplies include disposable ice packs, band-aids, and other basic supplies. Parents must provide a doctor's note along with any over-the-counter medications (pain reliever, cough medicine, antacid, etc.) to the school nurse to dispense as needed. Faculty and staff are trained in first aid and CPR.

### **PRESCRIPTION DRUGS and NON-PRESCRIPTION MEDICATION**

In order to insure the appropriate use and administration of medications, the policies below have been adopted and will be strictly followed.

A "Request for Medications to be Dispensed" form shall be completed by the prescribing physician, signed by both parent/guardian and physician and delivered to THG's North Hills Prep.

Medications to be administered at school shall be brought to school by the parent/guardian or an adult designee in a current prescription bottle showing the name of the medication, dosage and time of administration. Medications must never be brought to school by a student and they cannot be delivered in any container other than the standard prescription or standard unit dose card (bubble pack). Medications delivered in alternative packaging will not be accepted or dispensed by agency personnel.

"Over-the-Counter" medications (i.e., aspirin, Tylenol, etc.) may be given only with written Doctor's note/order, must be supplied by the parent/guardian, and must be logged in with the school nurse.

When refills are needed, parents/guardians will be contacted by the school nurse several days in advance. The parent/guardian shall be responsible for obtaining the needed medication and transporting it to school.

Changes in medication, dosage, or time of administration will need to be accompanied by a new "Request for Medications to be Dispensed" form.

Requests for exceptions to the above policies should be directed to the School Principal well in advance of need.

Your close adherence to the above policies and procedures will help to insure the timely and accurate administration of medication to you child.

### **SUDDEN ILLNESS**

If a student feels sick during the school day, he/she should go to the Behavior Office. Parents will be called to arrange transportation home. In the event that the parent/guardian is not available, an appropriate emergency contact must be available to pick up the student. An authorized adult must sign out the student in the Front Office if he/she leaves school prior to dismissal. Students who leave school due to illness may not return on the same day for a particular class or for extracurricular activities.

### **COMMUNICABLE DISEASES**

If a student acquires or is exposed to a communicable disease, parents are to notify the school at once. Before a student returns from such an illness, the school is required by law to receive a doctor's statement certifying the student's health.

### **IMMUNIZATIONS**

New California State Law (Assembly Bill 354) requires all students entering or advancing 7<sup>th</sup> through 12<sup>th</sup> grade in the upcoming 2011-2012 school year to show proof of a pertussis (whooping cough) booster shot (Tdap) before entering school. This applies to all public and private schools. Tdap is a booster vaccine that protects against 3 diseases: tetanus, diphtheria, and whooping cough (also called pertussis).

For up-to-date information about pertussis and the new state law, please visit <http://www.shotsforschool.org>. If you have any additional questions, please contact the front office.

### **EMERGENCY CARDS**

At the beginning of each school year, Emergency Information Forms are sent home to each student's parent or guardian. This needs to be filled out and returned. If, at any time during the school year, home, work or emergency phone numbers change, the parent or guardian must inform the Attendance Office. This card may save a student's life if he or she is injured; it enables the school personnel to contact someone to give approval for emergency care.

## **SCHOOLWIDE GRADING PROCEDURES**

THGNHP teachers have the freedom and responsibility for establishing their own grading procedures, based on particular classes and the particular needs of students. Teachers follow the suggestions below in establishing their grading procedures.

**Note: Student grades, assignments, and behavior can be accessed daily on Jupiter Ed. Parents and students will be provided with log-in information for Jupiter Ed at the beginning of the school year.**

### **Attendance**

Students' presence in class is one of the most important factors to their success in school. With THG's North Hills Prep's new policy instituted school-wide, our hope is that it will encourage higher attendance, especially among students who care about their grades. THG's NHP would like to reward those students with outstanding attendance by incorporating the following procedures into every class grading system:

### **Classroom Preparation**

In an attempt to improve this area, students will be required to bring materials to class every day. Certain classes will require more materials than others as well as providing support to "disorganized" students. At a minimum, students must have the following:

- a pen or pencil,
- paper
- and three-ring binder to include
- Other class materials required by teachers

### **Promptness**

Getting to class on time is imperative to starting each period on the right foot. When students arrive late to class, it is disruptive and disrespectful the teacher and the rest of the class

### **Class Participation**

Students must be present in class and participating in class discussions and/or activities

### **Homework**

It has always been NHP policy that homework counts for no more than 10% of the overall grade for a student. This will remain true for the 2017-2018 school year.

### **Classroom Assignments**

Classroom assignments will vary from subject to subject and class to class. These assignments will be worth.

### **Assessments**

Quizzes, tests, mastery projects, and other assessments will be used to monitor student learning.

### **Final Exams**

The final exam at the end of each semester will take place during the last week of the semester. Students will have two full periods to complete final exams.



## GRADUATION REQUIREMENTS

The Help Group's North Hills Prep follows the graduation guidelines of the particular district funding the student. As most THGNHP students are funded by the Los Angeles Unified School District, graduation requirements below follow their guidelines. **For information on the graduation requirements of other districts, contact either the district or Frank Shapiro (818) 267-2611.**

### LAUSD Graduation Requirements for 2017 and after

<b>English</b>	4 years, 40 credits (English 9AB, 10AB, 11AB, and 12AB)
<b>Mathematics</b>	3 years, 30 credits (Algebra 1AB, Geometry AB, Algebra 2AB) (note: there is a waiver available, through the IEP process, for Algebra 2)
<b>Social Studies</b>	2 years, 20 credits (World History AB, US History AB)
<b>Science</b>	2 years, 20 credits (Biology AB; Chemistry AB or Physics AB)
<b>Language</b>	2 years of same language, 20 credits
<b>Visual/Perf Arts</b>	1 year, 10 credits
<b>College Prep Elect</b>	1 year, 10 credits (Government, Economics)
<b>Physical Education</b>	2 years, 20 credits (must pass Fitnessgram or continue in PE until passed)
<b>Health</b>	1 semester, 5 credits
<b>Electives</b>	7 semesters, 35 credits
<b>Community Service</b>	60 hours (9 <sup>th</sup> , 10 <sup>th</sup> grades, 10 hours each; 11 <sup>th</sup> and 12 <sup>th</sup> grade, 20 hours)
<b>Transition Services/ Service Learning</b>	4 years
<b>Total</b>	210 credits
<b>CAHSEE Examination</b>	Recent changes in regulations have suspended the California High School Exit Examination (CAHSEE) as a condition of receiving a diploma of graduation or a condition of graduation from high school for students who have met all other high school graduation requirements.

## WEBSITE and JUPITER ED

Our website provides vital information about THG's North Hills Prep, our school programs, and our staff to our parents, our students, and other interested parties.

Access our website at [www.northhillsprep.com](http://www.northhillsprep.com).

The **Jupiter Ed** program was adopted two years ago at THGNHP to help keep you informed of your child's progress and to facilitate communication with teachers. Jupiter Ed allows you to login anytime to check your child's current grades, attendance, classroom behavior, and to contact teachers. It's completely secure, so no one else can see your personal information. Login instructions will be distributed to students and parents and are always available through Frank Shapiro (8128) 267-2611.

Once you have logged on you may click on the "Settings" section to receive automatic alerts regarding your student's academic progress and behavior via phone text or email. Simply enter your email and/or phone number and carrier. You may also select a language preference, English or Spanish.

\* Please note: While Quarter and Semester Report Cards will still be sent home, this online system replaces the Progress Reports previously received.

## **CLINICAL/COUNSELING SERVICES**

The Clinical/DIS Counseling Department staff is licensed Marriage and Family Therapists and Registered Interns dedicated to providing the highest quality clinical services. Effort is made to coordinate services with the school's academic and behavior staff as well as other professionals who provide for the student's therapeutic needs ( i.e., outpatient therapy and psychiatric services).

### **COORDINATED SERVICES**

Designated Individual Service (DIS) or Educationally-Related Mental Health Services (ERMHS) Counseling is funded by the student's Individualized Education Plan (IEP). This weekly service allows the student to receive support through weekly counseling with a focus on social/emotional functioning that negatively affects academic progress. These services may also support the student in developing long-term academic and vocational goals and support the development of life skills needed as the student matures and develops more independence in the community. Counselors assist students in the development and implementation of an Individual Transition Plan (ITP). In addition to weekly counseling sessions, counselors are involved in consultations with teaching and behavioral staff, consult with outpatient service professionals, participate in IEP meetings, coordinate parent meetings, and are available during the school day when a student is experiencing a crisis situation.

### **EDUCATION FOR PARENTS, STUDENTS, AND STAFF**

The Counseling Department sponsors an ongoing series of educational programs for the school community.

Students participate in prevention programs throughout the school year. These usually include programs on substance use and abuse and sexuality issues.

Academic staff participates in staff inservices and consultations with the counseling staff. These include weekly "Team Meetings," and inservice programs to assist staff in improving skills in order to work more effectively with a variety of students presenting with behavioral, emotional, and learning difficulties.

### **REFERRALS**

To ensure that our students and their families receive appropriate and adequate services, counselors may provide referrals to community agencies (i.e., psychiatric hospitals, community mental health agencies, Department of Rehabilitation, substance abuse treatment centers) and/or individual private professionals (i.e., psychiatrists, psychotherapists, educational therapists).

## **Families with MediCal**

The Help Group is starting new treatment program that offers additional support to our students for the purpose of improving behavior and academic growth. Families with MediCal have access this support at this time. The student will have access to a therapist who is familiar with the school and will be working with the student and family to problem solve concerns and make sure the student is getting the support needed to help him/her, such as a psychiatrist, linkage to appropriate services that the student or family needs.

If you are interested, please let us know so we can assist with the referral process.

## **Families with Private Insurance**

The Help Group works collaboratively with outside treatment providers such as Psychiatrists and Therapists, to ensure the necessary linkage and treatment coordination is provided for the progress of the student. With the consent of the family, consultation meetings can be set up with the outside providers through the student's School Counselor.

## **Educationally Related Intensive Counseling Services (ERICS)**

According to the Individuals with Disabilities Education Act (IDEA), schools must develop IEPs for all students eligible for special education services. Based on a student's assessed need, the school district will provide Educationally Related Intensive Counseling Services (ERICS) to a student with disabilities, as determined by the IEP Team, as part of the federal mandate to provide a free appropriate public education (FAPE). When an IEP team determines that ERICS services are necessary for a student to access his or her special education program, based on a psycho-educational assessment conducted by a credentialed school district psychologist, the school district will determine a District- assigned service provider. All student assessments for ERICS, including IEP team recommendations for placement in a non-public school with an associated residential treatment center (NPS/RTC), will be provided by school district personnel. This is not an emergency procedure: the evaluation process takes approximately 90 days before a recommendation will be made in a reconvened IEP meeting.



## **NORTH HILLS PREP POSITIVE BEHAVIOR SUPPORT**

### **PHILOSOPHY**

The purpose of a behavior management system is to provide guidelines for students and staff to ensure a positive learning community.

THG's NHP uses the guidelines of Positive Behavior Support as the foundation for its Behavior Management System. The goal of Positive Behavioral Support (PBS) is to help parents, teachers, staff and students create and maintain a safe and supportive learning environment and assist students in their social, emotional, behavioral, and moral development. PBS promotes positive life skills and reduction of negative behaviors so that all students can experience success and growth in school.

The key components of our PBS program include:

- Quality relationships between staff and students.
- Role-modeling by staff of a positive demeanor and professional attitude.
- Behavioral expectations and training.
- Acknowledgement of and reinforcement for meeting expectations and contributing to a positive school community.

Discipline at THG's NHP is approached proactively. THG's NHP recognizes that behavioral development in students is as important as academic development. Therefore, behavior is taught just as academic subject matter is taught. We do not take for granted that students have these behavioral skills. We explain why use of a particular behavior is important to a positive school community and each individual's future success.

When students misstep, interventions are chosen in a positive, educationally-related manner. All interventions have a rationale behind them and are used as teaching tools.

### **RIGHTS OF OTHERS**

Absolute respect for the rights of others is expected of all members of the school. Rudeness, profanity, socially-offensive language, or physical or verbal malicious behavior to faculty, staff, or peers is not acceptable. Dishonesty, lying, insolence, profanity, verbal abuse, harassing (including sexual harassment and any sort of harassment by phone, mail, Internet, or e-mail), displays of affection that embarrass others, hazing, and physical abuse or acts endangering the safety of others are regarded as serious breaches of conduct and will result in serious disciplinary action that may involve intervention from outside agencies.

Academic disruption, which includes inappropriate behavior inside or outside any class in session, will be addressed according to school rules with the student's individual behavioral goals in mind. In addition to respecting the property belonging to the school or to others on the campus, students must respect the property of homeowners and businesses in the community. Stealing or vandalism in any form, including the unauthorized "borrowing" of another's belongings, which includes entry into another's locker, purse, book bag, or other personal item; removing food illegally from the student store; removing athletic equipment from the PE and Sports teachers without permission; writing or carving on desks, walls, bulletin boards, or other property; or removing books from classrooms without signing them out will result in disciplinary action.

### **TITLE IX AND NONDISCRIMINATION**

- Students have the right to equal learning opportunities in their schools.
- Students and employees may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of sex, sexual orientation, or gender identity in any program or activity.
- Students may not be required to take and/or may not be denied enrollment in a course because of their sex, sexual orientation, or gender identity.
- All Physical Education classes must be coeducational.
- Students have the right to be evaluated and graded without regard to their sex, sexual orientation, or gender identity.
- Students must be provided with counseling and guidance that is not discriminatory.
- Counselors may not urge students to enroll in particular career classes or programs or activities based on sex, sexual orientation, or gender identity.
- Schools must offer female and male students equal opportunities to play sports.
- Equipment and supplies, game and practice schedules, budgets, coaching travel allowances, facilities, publicity, support services, and tutoring offered to teams are to be equivalent between female and male teams.
- Pregnant and parenting students have the same right as any other student to continue in their regular school and in any program for which they choose to enroll.

### **STUDENTS OVER THE AGE OF 18**

THG's NHP recognizes that students over 18 years of age have full educational rights and decisions during IEP meetings. However, THG's NHP does consider students over the age of 18, and still living with their parent/guardian, dependents and **not entitled to sign THG's NHP forms, permission slips, sign out to go off campus, take alternative transportation home, authorize THG's NHP to administer medication, etc.** THG's NHP requires parent consent on all forms and permission slips regarding school policies and procedures. In addition, parents will continue to be informed of academic performance and behavior on campus as long as the student remains enrolled at THG's NHP.

### **HARASSMENT**

All students must be allowed to work and study in an environment that is physically and psychologically safe.

Students sign that they have read and understand the THG's North Hills Prep and district harassment policies upon enrollment and at the beginning of each year.

Harassment is defined as repeated unwelcome contact toward another person after a request to cease has been made. Any form of harassment, whether verbal, physical, visual, or sexual, is strictly prohibited.

Sexual harassment refers to behavior which is not welcome, personally offensive, or undermines or weakens morale. Sexual harassment does not refer to occasional compliments or other generally acceptable social behavior. Sexual harassment may include such conduct as (1) demands for sexual favors accompanied by implied or overt promises or preferential treatment or threats concerning student status, (2) pressure for sexual activity, (3) offensive, unwanted physical contact such as hugging, patting, pinching, or constant brushing against another's body, or (4) offensive unwanted sex-oriented verbal "kidding," jokes, or abuse.

THG's NHP blocks websites that encourage instant messaging and communication via the web. Cyber bullying or harassment is not a school-related issue. Students who have problems with internet harassment need to inform their parents and should notify the police immediately.

If a student becomes aware of any harassment of any kind, whether it be personal or not, or feels that he or she is a victim of harassment, this information should be communicated immediately to the Behavior Department, Administration, or the individual therapist. Any such complaint must be specific and should include all relevant information so that the school may conduct a thorough investigation. The Behavior Department is required to report such complaints to the school Administrator. The school will investigate the complaint. Upon conclusion of the investigation, the school will take action to remedy the situation. The school will not tolerate any retaliation against a student who files a complaint or participates in an investigation regarding a complaint of harassment. However, anyone who makes a false claim of sexual harassment will be subject to consequences from the school as well as outside agencies.

### **GENERAL SAFETY**

The following are prohibited whenever the school is responsible for student safety—on or off campus, during school-run trips, and at all official school functions:

- Possession or use of any gun, toy or real; fireworks or other explosives; knives, brass knuckles, Tasers, or weapons of any sort.
- Leaving campus or a school group without permission.
- Using water pistols of any sort.
- Destruction of property (individuals or school)
- Littering or not picking up after oneself or others
- Skating, rollerblading, or skateboarding.

### **DRESS CODE**

Students are encouraged to wear clothing appropriate to a school setting. Students are encouraged to exercise appropriate grooming and personal hygiene. THG's NHP students may wear clothing of their own choice within the following guidelines:

- Students may not wear clothing that is vulgar or displays profanity.
- Students may not wear attire that contain alcohol, weaponry, racist, or drug references.
- Students may not wear accessories made of chains, studs, spikes, and/or bullets.
- Students may not wear suspenders and rolled up pants with army boots.
- Students may not display any clothing, items, or mannerisms associated with gangs, taggers, crews, posses, or any non-school clubs. This includes pants that are oversized or below the waist or long shorts with high socks.

- Shoes are required at all times. Students may not wear slippers.
- Students may not wear clothing that is excessively revealing of the midriff, cleavage, shoulders, or legs.
- Students may not wear exposed undergarments (this includes tank-type undershirts and “sagging” pants).

Those who, in the opinion of the faculty or administration, are not properly dressed, fully clothed, or properly groomed will be asked to make appropriate adjustments.

### **CELL PHONES**

- Cell phone use is permitted before school after school and during nutrition and lunch.
- Cell phone use is not permitted during class time.
- Students **may not take pictures of or videotape any other students or staff without written consent** from the student and their parents and without written consent from the staff.
- Inappropriate cell phone use may result in confiscation of the device.

**THG’s NHP is not responsible for lost or stolen cell phones! Keep your phone in your pocket while not using it and do not lend it out!**

### **PEER RELATIONS / DISPLAYS OF AFFECTION**

- THGNHP students are encouraged to interact with each other in a safe, respectful, and responsible manner.
- Respect for the rights of others is expected of all members of the school.
- Unwanted touching in any manner is unacceptable.
- Physical altercations are unacceptable.
- Teasing is unacceptable.
- THG’s NHP allows appropriate affectionate behavior including handholding, side-to-side hugging, brief face-to-face hugging, and respectful salutations.
- Behavior not allowed includes lap-sitting, prolonged kissing, straddling, or other provocative sexual expression.
- Students are expected to respond appropriately to staff prompting if a behavior is deemed inappropriate.

### **INAPPROPRIATE CONVERSATION**

- Excessive profanity or sexually-explicit language is inappropriate.
- Drug-talk and weapon-talk will not be tolerated. Students who do so will be redirected. Failure to follow redirection may result in disciplinary action.
- Discussions of personal life or other off-topic comments unrelated to the subject matter will be addressed by staff.
- Malicious verbalizations toward faculty, staff, or peers are not acceptable.
- Negative comments about race, ethnicity, gender, sexual orientation, appearance, or intelligence is unacceptable.



## **TRUANCY POLICY**

- Students are expected to remain on-campus at all times unless permission to leave has been granted by a staff member.
- Students are considered in attendance once they arrive to school, even if this is before the first bell sounds.
- Students are to remain on campus while waiting for transportation home.
- Unauthorized departure from THG's NHP school grounds constitutes truancy, which may result in disciplinary action.

## **GAMBLING AND THE EXCHANGE OF CURRENCY**

- Gambling on school grounds is prohibited. Mock gambling (playing cards with chips) is also unacceptable.
- Exchange of currency on campus is strongly discouraged.
- The selling of any items for any reason is not permitted unless consent from staff has been granted.

## **DRUG AND ALCOHOL ABUSE**

- All students deserve to attend school in an environment that is drug and alcohol free.
- Reasonable suspicion of alcohol or drug use will result in investigation by staff, including reasonable searches of person.
- Possession of illegal drugs will immediately be reported to law enforcement.
- Lighters, cigarette papers, and paraphernalia will be confiscated and not returned.

## **OTHER ITEMS**

The following items are not allowed on school grounds:

- Possession or use of any gun, toy or real; fireworks or other explosives; knives, brass knuckles, Tasers, or weapons of any sort.
- Cigarettes, including "electronic" cigarettes, "vapes," and lighters.
- Water pistols.
- Skateboards. (Some students use skateboards as transportation. These must be turned over to school personnel until the end of the school day)
- Bluetooth Speakers. Allowed only with staff permission.

## **VANDALISM**

- Students are strongly encouraged to demonstrate respect toward school property.
- Tagging is unacceptable.
- Students will be held responsible for the damage to text books, desks, or the personal belongings of others.

## **VIOLATIONS OF LAW**

While efforts are made by the Intervention staff to solve minor infractions on-campus, vandalism, assault (including verbal threats), theft, drug and alcohol related offenses are violations of the law and may be reported to local police.

## **SUSPENSION**

THG North Hills Prep views suspension as a last resort when disciplining students. Generally speaking, suspension is used only when safety is an issue.

Education Codes 48900 and 48915 outline the reasons and conditions under which the administration may suspend a student. Specific information on these conditions may be obtained from the in-take packet received upon enrollment in THG's North Hills Prep.

Incident Reports document these significant events and include eyewitness reports and administrative response. These are sent to the student's district office within 24 hours of the incident.

## **INTERNET USAGE (Based on LAUSD Bulletin K-19)**

The following uses of the Account provided by the School District are unacceptable:

- Uses that violate any state or federal law or municipal ordinance are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Selling or purchasing any illegal substance;
  2. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials that encourage others to violate the law, or
  3. Transmitting or downloading confidential information or copyrighted materials.
  
- Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority.
- Uses that involve obtaining and or using anonymous email sites.
- Uses that cause harm to others or damage to their property are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Deleting, copying, or modifying of gorging other users e-mails, files, or data;
  2. Accessing another User's email without their permission, and as a result of that access, reading or forwarding the other User's e-mails or files without that User's permission;
  3. Damaging computer equipment, files, data, or the network;
  4. Using profane, abusive, or impolite language;
  5. Disguising one's identity, impersonating other users, or sending anonymous mail messages;
  6. Threatening, harassing, or making defamatory or false statements about others;
  7. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
  8. Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance; or
  9. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes"
  10. Using any district computer to pursue "hacking" internal or external to the district, or attempting to access information that is protected by privacy laws.
  
- Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Using other users 'Account passwords or identifiers;
  2. Disclosing one's Account password to other users or allowing other users to use one's Accounts;
  3. Getting unauthorized access into other users' Accounts or other computer networks; or
  4. Interfering with other users' ability to access their Accounts.
  
- Commercial uses are unacceptable. Unacceptable uses include, but not limited to the following:
  1. Selling or buying anything over the Internet for personal financial gain; or
  2. Using the Internet for advertising, promotion, or financial gain; or
  3. Conducting for-profit business activities and engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.

## Internet Safety

- In compliance with the children's Internet Protection Act ("CIPA"), the School District will implement filtering and/or blocking software to restrict access to Internet sites containing child pornography, obscene depictions, or other materials harmful to minors under 18 years of age. The software will work by scanning for objectionable words or concepts, as determined by the School District. [Note: CIPA does not enumerate any actual words or concepts that should be filtered or blocked. Thus, CIPA necessarily requires that the School District determine which words or concepts are objectionable.] However, no software is foolproof, and there is still a risk an Internet user may be exposed to a site containing such materials. An account user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If an Account user sees another user is accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- In compliance with CIPA, the School District and its representatives will implement a mechanism to monitor all minors' on-line activities, including website browsing, email use, chat room participation, and other forms of electronic communications. Such a mechanism may lead to discovery a user has violated or may be violating this policy, the appropriate disciplinary code or the law. Monitoring is aimed to protect minors from accessing inappropriate matter as well as help enforce this policy, on the Internet, as determined by the school board; local educational agency or other related authority. The School District reserves the right to monitor other users' (e.g., employees, students 17 years or older) online activities, and to access review, copy; store, or delete any electronic communications or files and disclose them to others as it deems necessary.
- If a student under the age of eighteen accesses his/her LAUSD.net Account or the Internet outside of school, a parent or legal guardian must supervise the student's use of the Account or Internet at all times and are completely responsible for monitoring the use. Filtering and/or blocking software may or may not be employed to screen home access to the Internet. Parents and legal guardians should inquire at the school or district if they desire more detailed information about the software.
- Students' information shall not be posted unless it is necessary to receive information for instructional purposes and only if the students' teacher and parent or guardian has granted permission.



## **LIFE SKILLS CLASS**

Beginning in the fall of 2017-18, The Help Group's North Hills Prep will introduce a signature Life Skills class for all students in Middle and High School. The class will take place after the lunch period and will run for 27 minutes each day.

The content of the class will vary daily, but the structure will be discussion-oriented and will include aspects of Psychology, Philosophy, Transition to Adult Life, Self-Awareness (through the MindUp program adopted by NHP in 2015, created by the Goldie Hawn Foundation), Current Events, Politics, Human Interest stories, Careers, Personal Development, Relationship and Social Skills Strategies, and other topics. The class will be graded based on student participation and citizenship and will be worth 2.5 elective credits per semester.

## OTHER SERVICES

### CLUBS

The Help Group's North Hills Prep offers a variety of clubs, which meet Fridays during 6<sup>th</sup> period and other times as scheduled individually. Clubs at NHP include The Gay Straight Alliance (GSA), Hiking Club, Fitness Club, Cooking Club, Computer Club, Cosmetology Club, and other as created through the school year.

### COMMUNITY SERVICE

In an attempt to expand our students' experiences, we have a mandatory community service program. Seniors are required to complete 20 hours of community service, juniors must complete 15 hours, sophomores must complete 10 hours, and 7<sup>th</sup>-9<sup>th</sup> graders must complete a total of 10 hours. Students are given a variety of options to complete the requirement: California Coastal Clean-up, participating in Wild Life on Wheels, walking in the AIDS Walk, rallying for peace, working in the office after school, volunteering to assist in school-related events, writing letters, and collecting and donating items to the needy. Any type of volunteer work is acceptable and must be turned in through the Homeroom teacher. As an alternative, a student may submit a proposal for a individualized service learning project. A proposal can be submitted to the Head of School for approval. This project would take the place of the mandatory hours required. Beginning in 2006, LAUSD has implemented a Service Learning component to the graduation requirements. Graduating seniors must complete their hours in order to receive their diploma.

### COUNCIL

Council is unique to North Hills Prep and has been an important part of the school for a number of years. The tradition of Council is ancient. On this continent, it can be traced to the League of the Iroquois (who had great influence on shaping our form of government) and the native peoples of the Plains and Southwestern Pueblos. Participating in Council teaches us how to let go of personal expectations and become fully attentive to others. The practice fosters compassionate response and provides a continuing source of wisdom. Compassion arises naturally when we listen with respect and express ourselves honestly with an open heart, whether it be in words, song, movement, or silence. The expression of the "truth of council" can come through any individual in the circle, or through the profound silence. Listening to the voice of council teaches the participant that the circle's knowledge is greater than the totality of its members' individual knowing.

In this state of collective awareness, diversity and disagreement lead to exploration of issues and harmony of existence, rather than polarization and hostility. Learning to hear the voice of council can help one transcend even the most deeply ensconced cultural, racial, and personal identification. Feeling part of the circle's wholeness reduces the fear and despair of isolation, which can allow disagreement to become the bridge to greater mutual understanding. Students are given the opportunity to participate in this amazing experience through several groups offered throughout the week.

### FIELD TRIPS

Field trips are an integral part of our program. **A student's participation must be approved by school administration.** For participation in any class trip, a signed Medical Emergency Form must be on file in the Front Office. In addition, signed permission forms are mandatory; students will not be permitted to attend a school-sponsored event without them. Students are expected to comply with the rules and regulations of the place they are visiting and to respect the rights of others. Campus

regulations regarding courtesy, dress, smoking, alcohol, and drugs apply to all school-sponsored functions.

### **PERSONAL PROPERTY/LOST AND FOUND**

The school discourages use of and assumes NO responsibility for cell phones, CDs, CD players, iPods, radios, games, cameras, etc. Students are responsible for their personal property and are encouraged not to leave purses, bags, or other property unattended at any time. Further, personal items should not be lent out to others. Items found by school staff will be placed in the Lost and Found located in the Behavior Office.

### **SCHOOLWIDE EVENTS**

THG's North Hills Prep has a commitment to introducing our students to a variety of experiences. Annual events such as Open House, Talent Shows, and our annual Spring Showcase invites parents, friends and family to see what the students have achieved all year long. Demonstrations in each discipline takes place which gives the student an opportunity to show off their amazing talents!

### **SECURITY**

Although the atmosphere on campus is a relaxed one, theft can occur. Theft includes everything from permanently "borrowing" a book left out, eating someone else's lunch, to taking an unattended camera, cell phone, or backpack. It is sensible not to bring valuables to school.

### **STUDENT CABINET**

Our student cabinet offers an opportunity for students to have their voices heard. It is a program for students motivated to participate in the daily workings of their school community. The students who participate in Student Cabinet have been integral in developing and implementing several school wide programs. They offer lunch-time tutoring for kids seeking help in their classes. They conduct surveys and disseminate information pertaining to events and programs on campus. They run the recycling program and raise funds for events they wish to hold.

### **STUDENT VISITORS**

THG's North Hills Prep does not allow visitors on campus during the school day unless the visit has been prearranged with an Administrator. Visitors must sign in with the Front Office and wear a Visitor badge at all times. Any stranger on campus should be reported to any faculty or staff person immediately.

### **TELEPHONES AND MESSAGES**

Unless special permission has been given by a faculty member, students are not permitted to use the telephones in the school's offices or classrooms. Delivering personal messages to students interrupts classes. In the event of an emergency, students will be notified as soon as possible. Cell phones are only to be used during nutrition or lunch. **If cell phones become a disturbance during class, the device may be confiscated and returned at the end of the day.**

### **TRANSITION SERVICES**

THG's North Hills Prep has implemented a school-wide Career and Transition Program. The DIS/ERMHS Counselor works with our teachers, and individually with our students, to develop appropriate annual goals for transition to help our students have a successful future. THG's NHP offers Career Cruising, a software program geared to assist both students and their parents in planning post high-school options. Each student has a Career Cruising account and portfolio which guides the student in developing future goals. Students have on-site and off-site options with the Department of Rehabilitation and the Workability program.

## **WORK PERMITS**

Students in need of a work permit can obtain an application from the Workability Counselor once employment is secured. This application needs to be filled out completely by the employer and parent, and then returned to the Workability Counselor. The actual work permit will then be issued. **Keep in mind, however, that successful progress in school is required for issuance of a work permit.**



# THG's NHP BUS TRANSPORTATION RULES AND REGULATIONS



SPECIAL EDUCATION DIVISION

OFFICE: 310-387-5970 FAX: 818-344-9049

## General Cab Rules

All passengers must remain seated while the vehicle is moving. All passengers must wear a seatbelt at all times. Students are also reminded that loud conversation and other unnecessary noise are not allowed, so drivers can hear emergency sirens. Please be courteous and respectful to other students. If a behavior is inappropriate in a classroom it is inappropriate in the cab. Smoking or use of profanity is not permitted in the cab. Please keep all parts of your body inside the cab. Passengers will not carry hazardous articles or weapons while being transported.

### Pick Up Procedures For Special Education Pupils

Please be ready ten (10) minutes prior to the scheduled pick-up time. The driver will wait a full five (5) minutes in front of designated pick up location. The cab will proceed after this full five (5) minutes and will not return.

### Drop Off Procedures For Special Education Pupils

For special education children, a parent or other responsible person must be at home to receive the child when dropped off by the cab. Names of persons authorized to receive your child from the cab must be provided to the transportation office. The designated person must present him/herself to the driver. The child will not be dropped off without acknowledgment from a responsible person.

For special education children, if you desire your child to be left at the stop without an adult there to receive him/her, this must be specified in writing on the Transportation Request Form. This form authorizing the driver to leave your child unattended must be on file at The HELP Group's North Hills Prep before a child will be left on his/her own at a designated stop.

The procedure to be followed in the event that an authorized person is not at the stop to receive a child and there is no authorization to leave the child unattended on file will be as follows:

- Cab driver will notify Supervisor of the failure to deliver a child
- Supervisor will call the home to make sure that no one is home.
- Supervisor will then instruct the driver to continue on his route.
- The cab driver will return to the stop at the end of the route, after dropping all other pupils off.
- If parent/responsible person is again not at the assigned drop-off location, the driver will be instructed to return the child to the child's school of attendance, Child Protection Services or Police Department

All phone numbers on the Transportation Request Form will be used as a source to identify a responsible person to pick up the child at the school. You must keep current emergency numbers on file. Notify the Transportation office of any new names and or phone numbers.



**ANNUAL ENROLLMENT FORMS AND FIELD TRIP FORMS**